



भारत सरकार

वित्त मंत्रालय, राजस्व विभाग

राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नारकोटिक्स अकादमी

आंचलिक परिसर, पोस्ट ऑफिस लेन, भांडुप (पूर्व), मुंबई- 400042

दूरभाष सं: 022-25666770

ई-मेल- nacenmum@nic.in

ट्विटर- NACIN OFFICIAL

No. NACIN/II/39/OTH/124/2020-ACCTS/ESTT-NACIN-ZC-MUMBAI Dated: 20.05.2025

OFFICE ORDER No. 13/2025

Sub: Constitution of Internal Complaints Committee as laid down by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 – reg.

In pursuance of the provisions of Chapter II of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act & Rules, 2013 (SHWW(PPR)Act) and Notification of the SHWW(PPR) Rules on 09.12.2013 an “Internal Complaint Committee” was set up for effective implementation of the said Act and Rules/guidelines made there-under, by NACIN, Mumbai, vide Office Order F. No. NACIN/II/39/OTH/124/2020-Accts/Estt-NACIN-ZC-Mumbai dated 07.01.2025.

2. Accordingly, in supersession of the previous orders, the Internal Complaints Committee (ICC) is hereby reconstituted as under:

| Sr. No. | Name of the Officer (S/Shri/Smt) | Designation | Designated in the Committee as |
|---------|----------------------------------|-------------------------------|--------------------------------|
| 1. | C.T. Suja | Assistant Director | Presiding Officer |
| 2. | Sunilkumar V. Nair | Assistant Director | Member |
| 3. | Prabha Sriram Iyer | Chief Accounts Officer | Member |
| 4. | Sarita Honrao | Additional Assistant Director | Member |
| 5. | Lucy D'souza | Additional Assistant Director | Member |
| 6. | Pratima | Inspector | Member |
| 7. | Shalini Devi | Advocate | Member |

- The said Committee will function in terms of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act & Rules, 2013 and implement relevant provisions /rules / guidelines etc. issued from time to time.
- Any person aggrieved shall prefer a complaint before the “Internal Complaints Committee”. The Committee will look into such complaints and grievances by conducting enquiries into complaints as laid down in the said Act.
- The Internal Complaint Committee shall function for a period of three years as per Section 3 of the said Act and shall be responsible for redressal of the complaint made by the victim and ensure time bound treatment of the complaints as provided in the Act and Rules mentioned above. In the event of transfer of any member out of NACIN, Mumbai, the member should give proper intimation for appropriate nomination of another member in her place.

6. The meeting of the Committee shall be held at least once in a month and copy of the minutes shall be sent to the Additional Director, NACIN, Mumbai.

This issues with the approval of Pr. Additional Director General, NACIN, Mumbai.

(Anirudha S. Kulkarni)
Additional Director

Copy to :

1. P.S to DG, NACIN, Palasamudram.
2. P.S.to Pr. ADG, NACIN, Mumbai.
3. All Officers, NACIN, Mumbai.
4. All members of the Committee.
5. Notice Board.
6. Office Copy.